

Adding documents in URF

URF DOCUMENTS

URF Documents

- For every Organisation, certain documents need to be added in URF:
 - **Legal entity**
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
 - **Financial identification**
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
 - **Financial Capacity for grants exceeding 60000 EUR (private companies only)**
 - the applicant's profit and loss account and the balance sheet for the last financial year for which accounts were closed
- These documents cannot be added during the registration. They need to be added afterwards
- Documents can't be deleted after they are uploaded



Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > **Education & Training** > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT



LOGIN



REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

You need to log in with your EU Login account

- Click on the  icon next to the organisation



Contact | Legal Notice | English


Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > My Organisations



HOME ORGANISATIONS PROJECTS EXPERTS SUPPORT

ANTONIA GOGAKI

My organisations

LEGEND  View Organisations  Modify Organisations

Show 10 entries Search

LEGAL NAME	PIC	VAT	STATUS	ACTION
sample	924253637		DECLARED	 

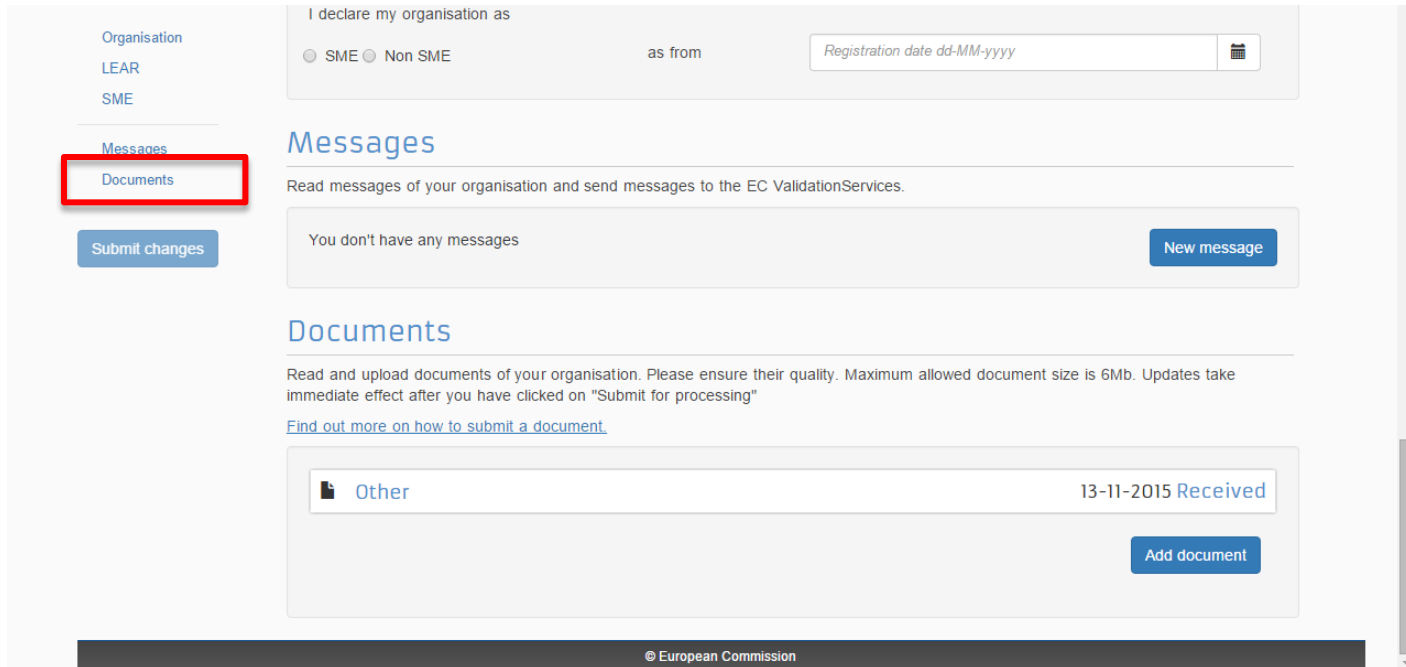
Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →

© European Communities

URF Documents

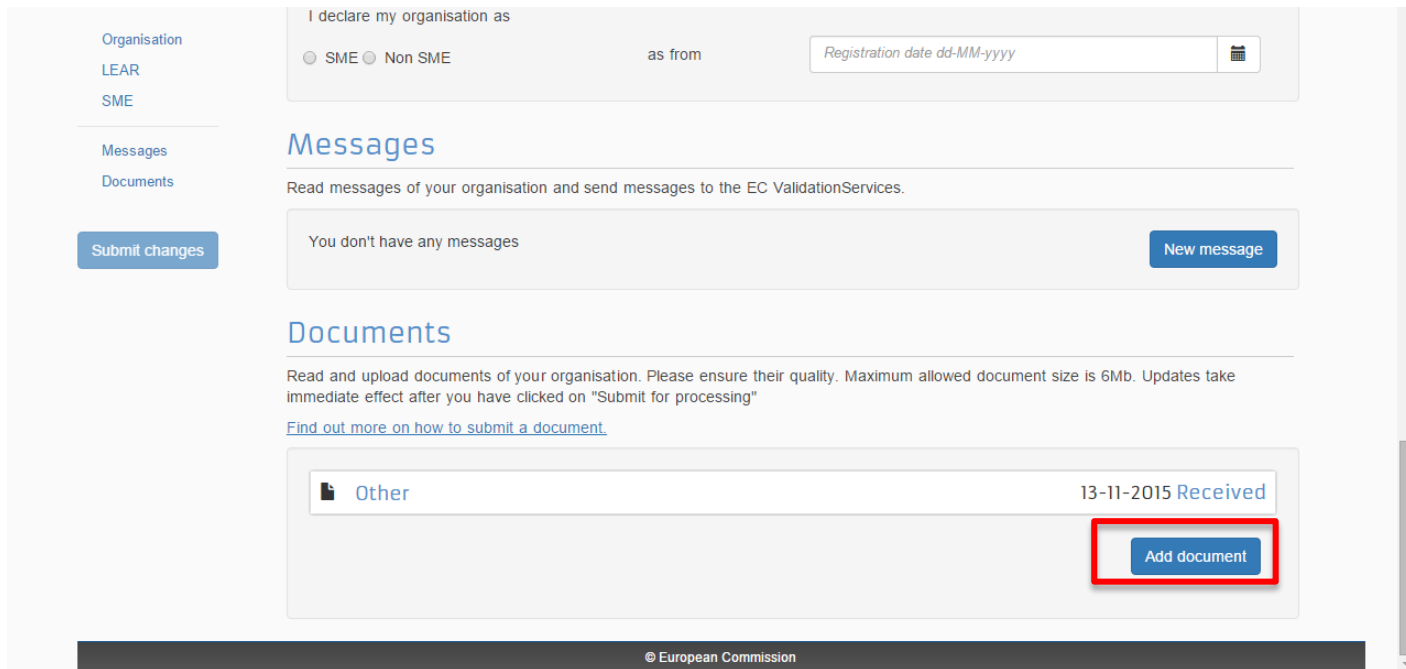
- Click on the Documents menu link
(or scroll down to the find the Documents section)



The screenshot shows the URF web interface. On the left sidebar, under the 'Messages' section, the 'Documents' link is highlighted with a red rectangle. The main content area is divided into two sections: 'Messages' and 'Documents'. The 'Messages' section has a 'New message' button. The 'Documents' section has an 'Add document' button and a list of documents, including one named 'Other' received on 13-11-2015. At the bottom, there is a footer with the text '© European Commission'.

URF Documents

- Click on Add document



Organisation
LEAR
SME

Messages
Documents

Submit changes

I declare my organisation as
 SME Non SME as from

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

You don't have any messages [New message](#)

Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

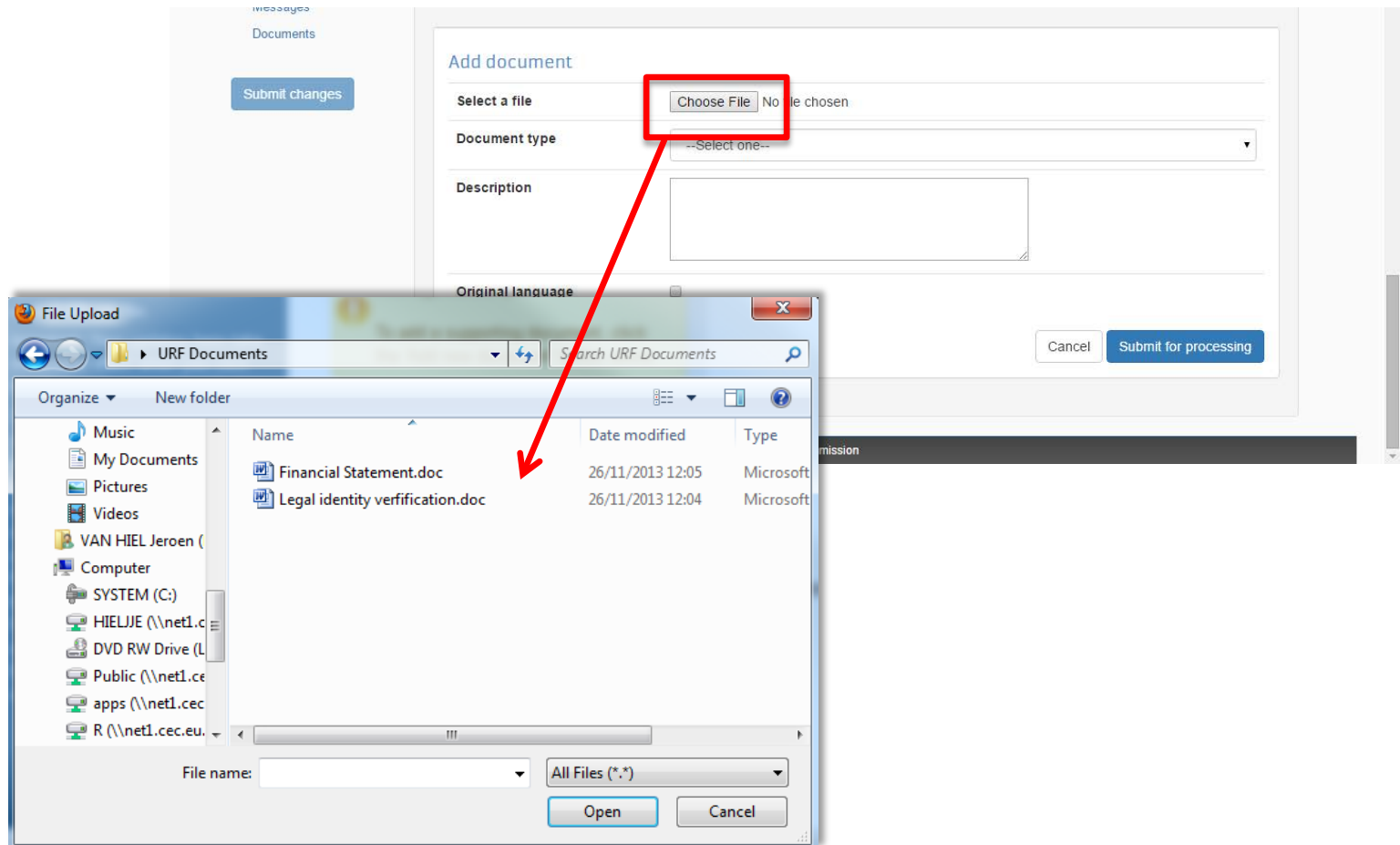
13-11-2015 Received

[Add document](#)

© European Commission

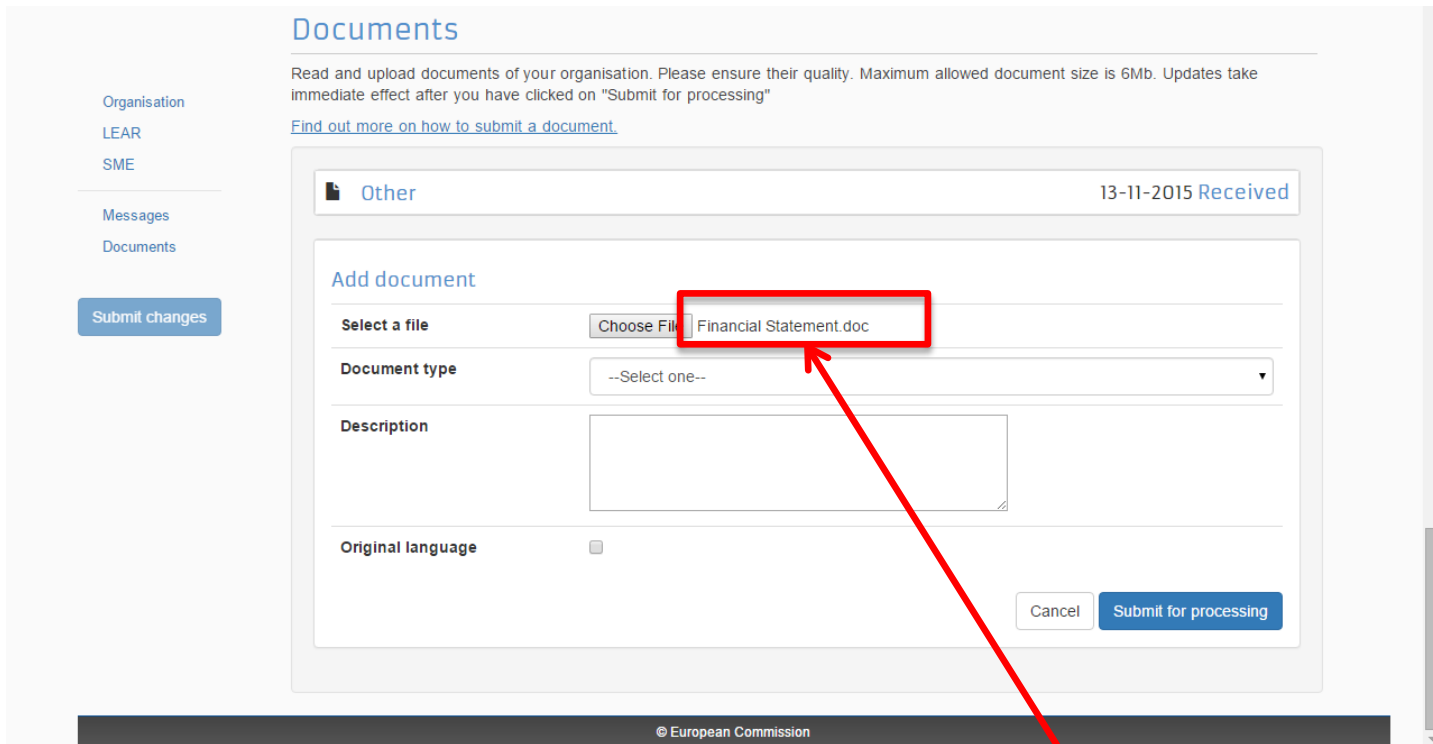
URF Documents

- Click on Browse to upload the document



URF Documents

- Check that the document is uploaded



Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Other 13-11-2015 Received

Add document

Select a file Choose File Financial Statement.doc

Document type --Select one--

Description

Original language

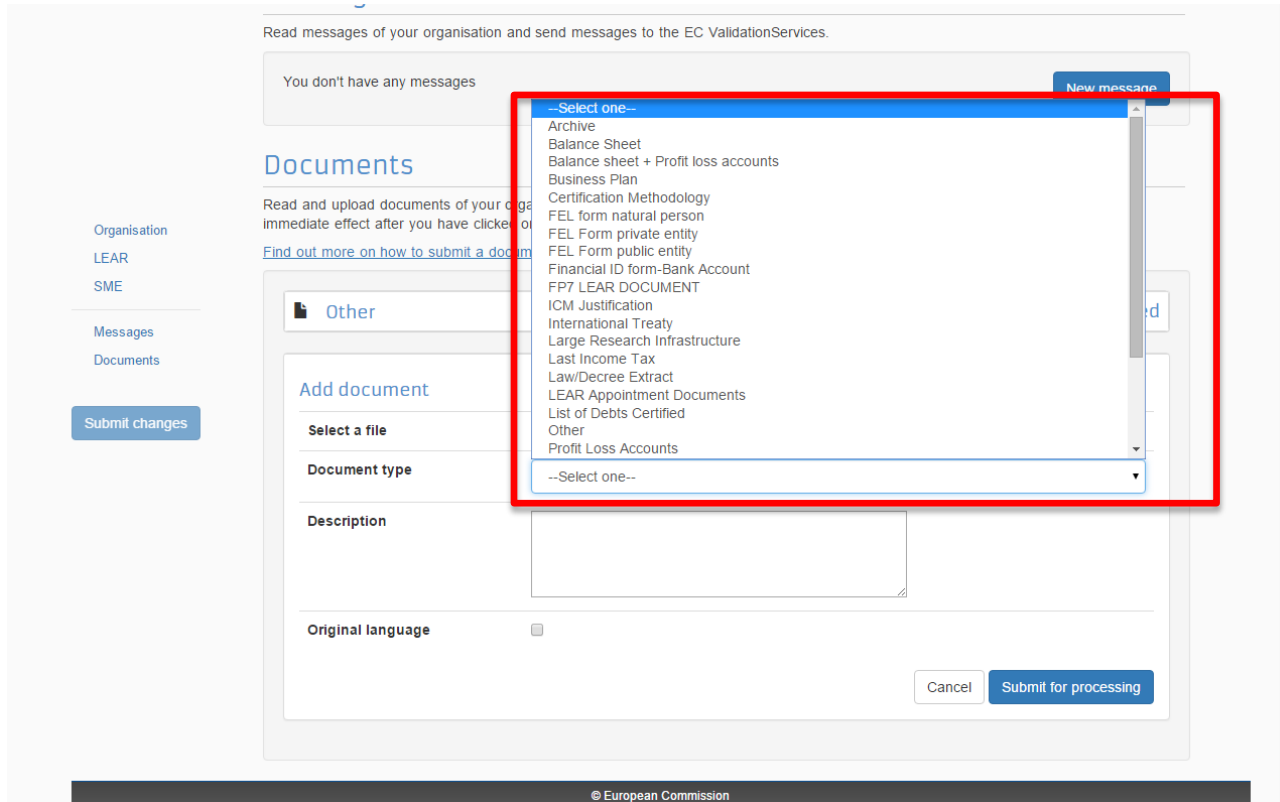
Cancel Submit for processing

© European Commission

The name of the file is displayed when the document is successfully uploaded

URF Documents

- Select the document type



Read messages of your organisation and send messages to the EC ValidationServices.

You don't have any messages

Documents

Read and upload documents of your organisation. Documents are published with immediate effect after you have clicked on the 'Submit for processing' button.

[Find out more on how to submit a document](#)

Other

Add document

Select a file

Document type

Description

Original language

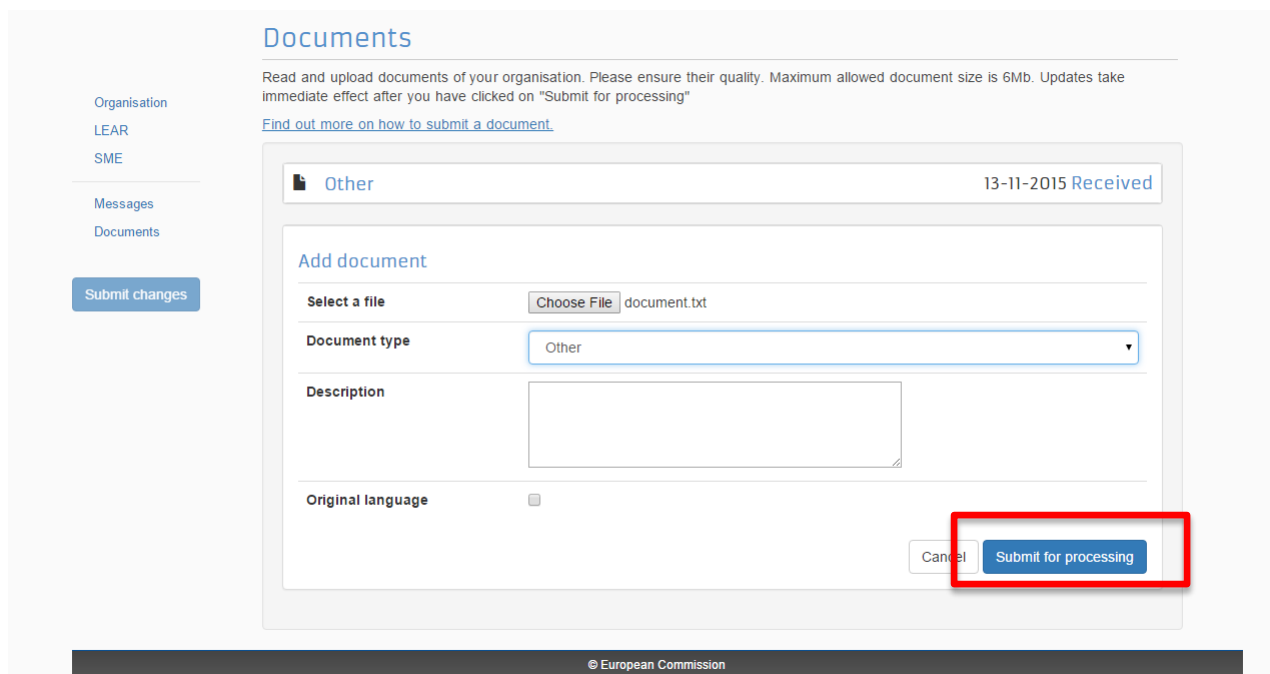
Cancel Submit for processing

© European Commission

You may choose 'Other' if you don't find any appropriate type

URF Documents

- Click on "Submit for processing"



Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

Other 13-11-2015 Received

Add document

Select a file Choose File document.txt

Document type Other

Description

Original language

Cancel Submit for processing

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